

***NATIONAL WEATHER SERVICE POLICY DIRECTIVE 1-9
MARCH 12, 2004***

***Administration and Management
FOREIGN TRAVEL POLICY***

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

OPR: CFO2 (V. Foster)
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Certified by: CFO/CAO (I. T. David)

1. This directive establishes the policy governing National Weather Service (NWS) foreign travel, authorization and documentation, including reporting requirements.
2. Foreign Travel is conducted in accordance with the National Oceanic and Atmospheric Administration (NOAA) Travel Handbook and all relevant laws, regulations, Department of Commerce (DOC) and NOAA policies and procedures.
3. NWS implemented a foreign travel reporting system (FOTOS II) to facilitate the efficient and appropriate utilization of resources in support of the NWS mission, oversight of legal requirements and the maintenance of appropriate and adequate reporting of foreign travel and related expenditures. FOTOS II provides Financial Management Centers (FMCs) with information to assist in managing foreign travel budgets as well as document approved foreign travel.
4. This directive establishes the following authorities and responsibilities:
 - a. DOC, NOAA, the NWS Office of the Chief Financial Officer/ Chief Administrative Officer (CFO/CAO) and the Office of International Activities (IA) establish policy and procedures for foreign travel, including related NWS budgeting, planning, execution and documentation requirements.
 - b. The NWS Office of the Assistant Administrator (AA) authorizes individual foreign travel trips and conducts periodic reviews of the foreign travel budget, plan and expenditures.

- c. The Office of the CFO, Comptroller Division (CFO2), plans and coordinates reporting requirements. CFO2 will update related directives and procedures as required.
 - d. IA establishes foreign travel policies and directives in accordance with applicable guidelines and coordinates the approval of the NWS Foreign Travel Plan. IA also performs administrative duties relating to foreign travel.
 - e. FMCs are responsible for keeping expenditures within foreign travel budget caps established by the AA. FMCs are also required to create and maintain their foreign travel plans in FOTOS II and to prepare any required documentation in accordance with procedures established by CFO2.
 - f. Individual travelers will be responsible for performing foreign travel in accordance with Federal rules and regulations and for providing the proper documentation prior to and subsequent to each trip.
5. This policy directive is supported by the references and glossary of terms listed in Attachment I.

Signed	February 27, 2004
Brigadier General David L. Johnson, USAF (Ret.)	Date
Assistant Administrator for Weather Services	

Attachment I

REFERENCES AND SUPPORTING INFORMATION

Regulations and Procedures

- 1) Federal Travel Regulations (FTR) Chapters 300-304
- 2) Department of Commerce (DOC) Travel Handbook, Chapter 306
- 3) NOAA Travel Regulations (NTR); NTR 306
- 4) Up-to-date NOAA Travel Regulations, NOAA Travel Handbook and other travel related information is posted on (NTO) Web page at <http://www.ofa.noaa.gov/~finance/travel1.htm>.
- 5) FOTOS II Users Guide, available to authorized users on the FOTOS II Web page, accessed from <https://ozone.nws.noaa.gov/FOTOS/>.

Forms

Travel Manager Trip Authorization and Vouchers
Record of Gift or Bequest, Form CD-210

Directives

National Weather Service Policy Directive 1-2, *Delegation of Authority*
NWS Instruction 1-204, *Delegation of Authority for Travel*